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Dental

**MANAGING AIR FORCE
DENTAL SERVICES**

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Certified by: 374 MDG/CC
(Col Lee H. Harvis)

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This instruction establishes the responsibilities, policies and procedures for providing dental care at Yokota Air Base (AB). The provisions of this instruction apply to all organizations and individuals assigned to Yokota AB and other authorized personnel requesting dental care at this installation. This instruction does not apply to Air Force Reserve or National Guard units or members. This instruction implements Air Force Policy Directive (AFPD) 47-1, *Dental Services*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Renumbered to Yokota Air Base Instruction 47-101 (YOKOTA ABI 47-101); updated references (paragraph 1.2.2.); changed priorities for dental care (paragraphs 2.1.2. – 2.1.8.); updated types of dental care (paragraphs 3.1.1.-3.1.4.); updated emergency dental care (paragraph 3.2.1.); updated appointment procedures and policies (paragraphs 4.1. and 4.4.); and updated family member overseas dental clearances (paragraph 6.1.).

1. Responsibilities.

1.1. The 374th Dental Squadron Commander (374 DS/CC) will:

- 1.1.1. Manage base dental services and provide facilities and treatment programs to maintain the oral health of personnel authorized treatment at Yokota AB.
- 1.1.2. Appoint a noncommissioned officer to manage enlisted and other ancillary personnel.
- 1.1.3. Be responsible to the 374th Medical Group Commander (374 MDG/CC) and major command (MAJCOM/SGD) for proper conduct and operation of base dental activities.

1.2. Organization commanders will:

- 1.2.1. Ensure assigned personnel meet scheduled appointments to assure each member's readiness status and minimize broken or canceled dental appointments.
- 1.2.2. Ensure compliance with the Air Force Dental Readiness Assurance Program (AFDRAP) per Air Force Instruction (AFI) 47-101, *Managing Air Force Dental Services*

2. Priorities for Dental Care.

2.1. Beneficiaries. Dental care will be provided to the following categories of eligible beneficiaries in the order shown:

- 2.1.1. All eligible beneficiaries with dental emergencies (defined as; care rendered for humane reasons to relieve severe debilitating pain, acute septic conditions, painful injuries to the oral structures, blockage of the airway, uncontrolled bleeding or other life-threatening situations).
- 2.1.2. Active duty personnel in Dental Readiness Classification 4.
- 2.1.3. Active duty personnel in Dental Readiness Classification 3.
- 2.1.4. Active duty personnel on flying status, special operations duty (missile crew members, controllers and space operations personnel), and mobility and personnel selected for remote or isolated duty.
- 2.1.5. All other active duty personnel.
- 2.1.6. Family members of active duty military personnel.
- 2.1.7. Retired military personnel and their family members may only be treated on space-available basis.
- 2.1.8. Department of Defense (DoD) and Department of State civilian employees and their family members may only be treated on space-available basis.
- 2.1.9. All others IAW AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Systems (MHSS)*, and AFI 47-101, *Managing Air Force Dental Services*. Non-active duty beneficiaries may only be treated on a space-available basis, except emergency dental, medically necessary adjunctive dental, or treatment circumstances further specified in AFI 47-101, paragraph 6.7. and paragraph 6.8.

2.1.10. Care to repair or prevent damage caused by pathologies, trauma, or congenital factors that disturb function or esthetics will have priority over elective care.

3. Types of Dental Care.

3.1. Routine Dental Care. An initial dental examination is needed before any routine dental appointments are made. This is to determine individual patient needs and to allot the proper amount of time for treatment.

3.1.1. Active duty personnel must receive a periodic dental examination to assess each member's readiness status. When notified by the dental clinic, each unit health monitor will coordinate scheduling of appointments. Commanders and unit health monitors will be notified of all broken appointments. Identified treatment needs will be scheduled after the periodic dental examination.

3.1.2. Command sponsored family members of active duty military personnel will receive an annual periodic dental examination in the sponsors birth month, exceptions for PCS non-availability. Identified treatment needs will be scheduled after the periodic dental examination.

3.1.3. Retired military personnel and their family members are authorized space-available dental care at Yokota AB and should call for appointment availability. If mission or manning requirements limit or negate availability, they are responsible for obtaining dental care in the private sector.

3.1.4. Command sponsored DoD and Department of State civilian employees and their family members are authorized space-available dental care at Yokota AB and should call for appointment availability. If mission or manning requirements limit or negate availability, they are responsible for obtaining dental care in the private sector.

3.2. Emergency Dental Care:

3.2.1. Patients with dental emergencies call the reception desk at 225-8864 option 2 for a sick call appointment during normal duty days.

3.2.2. After hour emergencies report to the urgent care.

4. Appointment Procedures and Policies.

4.1. Scheduling Appointments. All routine dental care will be scheduled in advance. Scheduling can be done in person or by contacting the dental clinic at 225-8864 option 2. All appointments are considered mandatory formations. Pay patients include DoD, Department of State civilian employees and their family members. Eligible pay patients can be seen for space available care and may call for an appointment availability or wait stand-by.

4.2. Canceling Appointments. Cancellation of appointments should be made at least 24 hours in advance whenever possible. Cancellations may be done in person or by contacting the dental clinic by phoning 225-8864 option 2. Prior to canceling appointments for active duty personnel in dental health class 3, the individual must contact their first sergeant or commander who in turn will contact the dental clinic.

4.3. Missed Appointments. Missed appointments are considered broken appointments. Patients who habitually break scheduled appointments waste valuable patient treatment time

and compromise their dental health. Unit commanders are notified of those patients missing their dental appointments.

4.3.1. If a patient is not present for their appointment at the appointed time to maximize available treatment time, it may be filled with a patient waiting for stand-by care. If a patient is more than 10 minutes late for their appointment, they are considered a no-show and a broken appointment letter may be sent to their commander.

4.4. Parent or Legal Guardian. A parent or legal guardian must accompany children under the age of 17 years old that are receiving dental treatment.

5. Worldwide Qualification.

5.1. The AFDRAP seeks to keep all military personnel in optimal oral health in order to maintain worldwide duty qualification. Optimal oral health is defined as dental health class 1 or 2. Unit commanders should cooperate with dental services to ensure personnel are worldwide qualified before deployment or before they are sent remote on temporary duty. The dental clinic will manage programs to recommend personnel are not deployed if they are not qualified. Management of personnel not worldwide qualified may require action up to and including physical profiling action.

6. Family Member Overseas Dental Clearances.

6.1. Family members of active duty personnel who have permanent change of station (PCS) assignment to an overseas location must receive a dental clearance prior to departure. A clearance can be obtained by calling the dental clinic for an appointment at 225-8864 option 2.

6.2. Family members with significant dental defects who are determined to be in dental readiness classification 3 should give consideration to delaying their departure until such dental conditions are corrected.

WILLIAM M. KNIGHT, Colonel, USAF
Commander, 374th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*, 28 December 2001.

AFI 47-101, *Managing Air Force Dental Services*, 1 June 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 36-2125, Volume 8, *Personnel Data System - Civilian (PDS-C) User Manual*, 1 May 1986

AFPD 47-1, *Dental Services*, 26 August 2011

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

RDS—Records Disposition Schedule

MHSS—Military Health Services Systems

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

PDS—C —Personnel Data System – Civilian